

Response and Notice of Hearing Re: Relief from Stay

NOTE: You must create your response on the LBF #720.80 that the movant filed, save it as a new pdf document, and then file it using this procedure. Be sure to also complete the Notice of Hearing (LBF #721) and merge it with your completed Response (LBF #720.80). The Notice of Hearing (LBF #721) must be the first page of your document.

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answer/Response**.
- STEP 3.** Click on **Reference an Existing motion/application**.
- STEP 4.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 5.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Response and Notice of Hearing Re: Relief from Stay** from the event list.
 - ☐ Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 7.** A **Case Verification** screen displays.
- ☐ Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates.
- ☐ Click **Next**.

STEP 9. A hearing information screen displays.

- ☐ Read the instructions regarding hearing date, time and location.
- ☐ Enter hearing date, time and location information.
- ☐ Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.

STEP 10. The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- ☐ Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.